

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

STAFF MEMORANDUM
NUMBER 5-27

11 June 2003

ADMINISTRATIVE MATTERS

Official Visits to HQ USEUCOM

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1. **Purpose.** To prescribe policies, establish responsibilities, and outline procedures regarding administration of official visits to Headquarters, United States European Command (HQ USEUCOM).
 2. **Applicability and Contents.** This SM is applicable to personnel assigned to HQ USEUCOM and associated units located at Patch Barracks. It contains:
 - a. Appendix A: [Distinguished Visitor Checklist](#)
 - b. Appendix B: [Responsibilities Chart](#)
 3. **Suggested Improvements.** ECCS-P is the proponent for this staff memorandum. All suggested improvements should be forwarded to HQ USEUCOM, ATTN: [ECCS-P](#), Unit 30400, APO AE 09131-0400.
 4. **References.**
 - a. **ED 5-4**, Granting Travel Clearance for Official Travel Visits to and Within the USEUCOM Area
 - b. **ED 5-5**, Reports Concerning Distinguished Visitors (DV) and/or Responses to DV Request for Information.
 - c. **SM 30-1**, Travel Orders
 5. **Internal Control Systems.** This memorandum contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

This Staff Memorandum (SM) supersedes SM 5-27, dated 28 June 1999.

6. **Definitions.**

a. **Distinguished Visitor (DV).** General Officers/Flag Officers (GO/FO) and civilians of equivalent grades (SES-1 and above, FSO 1 and above, and DV Code 1-6). Throughout this staff memorandum any reference to General/Flag Officers also includes the civilian equivalents for each respective rank.

b. **Command Group (CG).** Consists of the Commander (CDR), Deputy Commander (DCDR) and Chief of Staff (CoS).

c. **Office of Primary Responsibility (OPR).** The office designated by SJS to be responsible for coordination of a particular visit.

d. **Action Officer (AO).** The individual designated by the OPR to serve as the point of contact among his/her directorate or staff office, the DV's office, and the Protocol Office.

7. **Policies.**

a. Approval Authority for **all DV visits to HQ USEUCOM** is the CoS.

(1) Approval will be obtained by submitting a [Visit Authorization Request](#), using the "VISIT Group" SLAN address.

(2) Due to senior staff and protocol support requirements for 4 star level visits, CoS policy is that 4 star visits will be limited to three per week.

b. The Protocol Office will be informed of all projected DV visits to HQ USEUCOM/Patch Barracks within 24 hours. Notification can be made via SLAN at ECCS-P.PG@eucom.smil.mil, telephone (DSN 430-4471), memorandum, or electronic Staffer with a copy of the message expressing the DV's intent to visit the Headquarters.

c. An In-Progress Review (IPR) may be required by the DCDR and/or CoS. If required, the participants will include the OPR and the Protocol Officer.

d. The OPR recommends who will attend briefings presided over by the CDR, DCDR or CoS. Coordination should be accomplished prior to submitting for approval to ensure all proposed attendees (including CDR, DCDR, or CoS) are available. The Command Group is the final approval authority.

e. Military Airlift (MILAIR) support for non-DoD and foreign visitors will be submitted to ECJ36 for DCDR approval. **MILAIR support will not be offered by either the Action Officer or Protocol Officer before approval has been received.** In order to optimize aircraft use, MILAIR will normally only be approved when such support can be combined with other planned travel. The request should be coordinated with ECJ36, Command and Control Division.

f. The OPR will have a GO/FO meet DVs when appropriate or as directed by the command group.

8. **Gifts.** Official gifts are normally only exchanged with non-DoD and foreign DVs. The OPR is responsible for determining whether or not a visitor plans to present a gift, what gift the visitor plans to present, and to whom. This information must be received prior to the visitor's arrival. Contact the Office of the DCDR for assistance.

9. **Special Events/Conferences.**

a. For special events that involve a significant number of USEUCOM personnel and DV's, such as a CDRUSEUCOM Change of Command Ceremony, the CoS will designate a Director to act as the Project Officer for the event. The Project Officer will be charged with the overall planning, coordination, responsibility, and supervision for the event.

b. Conferences will be coordinated by the sponsoring directorate/agency. The Chief of Protocol will assign a Protocol Officer to coordinate DV visitors associated with the conference and to provide guidance on protocol-related matters.

10. **Official Representational Funds.** Official Representational Funds (ORF) are used for official entertainment to maintain the standing and prestige of the United States by extending official courtesies to certain dignitaries and officials of the United States and foreign countries. The DCDR is the sole approval authority for use of EUCOM CDR/DCDR representational funds at this Headquarters except those held at the Directorate level.

11. **Responsibilities.**

a. **Secretary Joint Staff.** The Secretary of the Joint Staff will:

- (1) Designate the directorate or staff office to act as OPR for every visit.
- (2) Maintain a master event calendar to keep the CoS advised of the visit schedule in order to preclude conflicts.

b. **Protocol.** The Chief of Protocol will:

- (1) Be the focal point for tracking all DV visits to HQ USEUCOM.
- (2) Submit New Visitor Notification Sheet to SJS NLT 24 hours after receipt of visit notification. This will start the process of appointing an OPR for the visit.
- (3) Prepare the Visitor Information Tab for the [Visit Book](#) on all four-star visits (DV Codes 1-3) and all three-stars visiting the command group only and have no other interaction with the directorate staffs.

(4) Coordinate all arrangements for DV billeting and ground transportation for all four-star visit and all three-stars visiting the command group only and have not other interaction with the directorate staffs.

(5) Arrange/coordinate all EUCOM meals and social functions hosted by the CDR, DCDR, and/or CoS.

(6) Manage the reservations of the DV suites located in the Swabian Inn (Patch Barracks).

(7) Maintain reservations schedule for the Headquarters Conference Room (HCR) and Alternate Conference Room (ACR).

(8) Arrange seating for the DCDR Morning Staff Meeting (MSM), Component Commanders' Conference when held at HQ USEUCOM, and briefings/discussions in the HCR and ACR.

(9) Prepare appropriate welcome/information folders for DVs.

(10) Monitor the execution of all DV itineraries visiting HQ USEUCOM, Patch Barracks.

(11) Assign a Protocol Officer to advise the OPR Action Officer/Visit Coordinator on all DV visits.

(12) Coordinate and prepare spouse schedules for four-star or equivalent visits.

(13) Obtain DCDR approval for the use of Official Representational Funds (ORF).

(14) Compile and publish a weekly report of projected visits to HQ USEUCOM/Patch Barracks.

(15) Prepare itinerary and assist setting up awards, promotion, and retirement ceremonies at EUCOM presided over by the CDR, DCDR, or CoS within the Headquarters Building.

c. Office of Primary Responsibility/Action Officer (AO). A checklist is provided at [Appendix A](#) to help the AO.

(1) Office of Primary Responsibility will appoint an Action Officer. These names, grades, and telephone numbers should be provided to the Protocol Office and SJS NLT 48 hours after receiving SJS tasker.

(2) Coordinate with other staff directorates, agencies, and associated units at Patch Barracks and develop a proposed agenda of appropriate briefings and discussion topics. Submission of a briefing or discussion topic constitutes concurrence for the inclusion of the subject in the final itinerary.

(3) Submit [Visit Authorization Request](#) (using VISIT GROUP on the SLAN) for approval.

- (4) Schedule an IPR with the office staff of the DCDR or CoS, if directed.
- (5) If there will be command group involvement, submit final [Visit Book](#) via electronic Staffer to DCDR/CoS via SJS.
- (6) Prepare and publish the visit [Schedule of Activities \(SOA\)](#) for three-star visits and below. This SOA will be provided to the visitors and the HQ Staff.
- (7) Coordinate Theater and Country Clearance issues required. Call ECJ33 at 430-4166 for further guidance.
- (8) Determine attendance at the briefings and provide attendance lists to the Protocol Office as soon as possible.
- (9) Notify the U.S. Defense Attaché (USDAO), American Embassy, Berlin, of visits by third-country nationals. In the case of visits by Non-NATO Personnel, request German Government approval of the visit through USDAO Berlin. Call ECJ5 at 430-4085 for further guidance.
- (10) Control access to briefings. If the brief is SI/SCI in the HCR, the OPR must provide one person to check clearances at the front door.
- (11) Prepare after action reports as appropriate.
- (12) Review all proposed visit briefings to ensure continuity and prevent repetition.
- (13) Ensure visit briefings topics/schedules are approved by the CoS.
- (14) Attend the scheduled briefings and discussions.
- (15) Ensure all briefers are aware of their scheduled time and correct uniform.
- (16) Ensure the briefers make any necessary changes to the briefings as a result of input received during/immediately following the visit.
- (17) Develop and execute all aspects of the visits for three-star DVs and below ([See paragraph 11b\(3\)](#)).
- (18) Obtain a current biography of DV(s).
- (19) Reserve conference room for briefings and discussions. (See [paragraph 12g](#))
- (20) Send all briefings to the appropriate conference room SLAN account (Headquarters' Conference Room (HCR) , Alternate Conference Room (ACR).

- (21) Ascertain DV briefer(s) audio-visual support requirements.
- (22) Schedule office calls as appropriate.
- (23) Make DV billeting arrangements. Protocol or the Billeting Office can provide a listing of hotels in the local area if quarters are not available on Patch Barracks. The [Protocol Office](#) is responsible for DV Suites at the Swabian Inn. (See [paragraph 12.h](#))
- (24) Make arrangements for meals. (See [paragraph 12.i](#)) for arrangements with CDR's Mess).
- (25) Request ground (VIP Motor Pool Transportation Request) and air transportation (ECJ3), as appropriate.
- (26) Request issuance of invitational travel orders through the Office of the DCDR. (required whenever non-DoD and foreign military and civilian personnel request U.S. military air transportation).
- (27) If required, request SCI clearances from the DV's servicing SSO.
- (28) Obtain Welcome Books from the Protocol Office. (See [paragraph 12.k](#))
- (29) Obtain points of contact at each location in the DV's itinerary.
- (30) For briefings held in the HCR, as soon as possible, forward to the Protocol Officer the names of the USEUCOM directors/staff members who will be attending. These instructions are also applicable when other conference rooms are used in lieu of the HCR and when the CDR, DCDR, or CoS will be attending.
- (31) Obtain visitor badges from the MP at front entrance to HQ for each member of the DV's entourage when visiting the Command Group.
- (32) Coordinate with ECSM when Personal Security/Force Protection issues are a concern.
- (33) Gifts ([See paragraph 8](#))
- (34) Coordinate with the Foreign Disclosure Office (FDO), (located in J25FDO 430-4269) on all foreign visitors. When dealing with foreign visitors, members of the US military must be aware of the potential for the disclosure of controlled unclassified (CUMI) or classified military information (CMI). The FDO serves as the official conduit for the disclosure and release of both CUMI and CMI.

d. **Directorates.** When notified by OPR, the Directorates will:

- (1) Prepare briefings as indicated in the published visit schedule.

(2) Notify the OPR of the level of clearance required for attendance at the proposed briefings and discussions sponsored by their directorate.

e. **Specific Staff Responsibilities.** The following paragraphs delineate specific staff responsibilities for all DV visits to HQ USEUCOM.

(1) **Political Advisor.** The POLAD will be notified by the OPR concerning all visits by U.S. Ambassadors, all Department of State personnel, and Foreign Visitors of State, and will render appropriate advise and assistance.

(2) **ECJ2.** When notified the ECJ2 Security Support Office (ECJ2-SSO) will:

(a) Receive, maintain, and verify security clearances of visitors to HQ USEUCOM.

(b) Contact DV's servicing Special Security Office (SSO) to obtain clearances if not received within five working days prior to DV's arrival. AO should work with SSO to ensure clearances have been received.

(c) Advise on access to SI/SCI briefings and discussions. Controlling the access is an OPR responsibility.

(d) Provide country background information to OPR as requested for foreign visitors.

(3) **ECJ3.** When notified by the OPR, the Director, ECJ3 will:

(a) Establish advance contact with command and control agencies and arrange for the secure transmission of military flight information.

(b) Provide flight-tracking information, as requested.

(c) Schedule military airlift (MILAIR) as requested and/or required to accomplish the visit. Operational Support Aircraft missions will be requested by directorates responsible for the visit directly from Stuttgart Army Airfield and/or USAFE AMOC.

(4) **Stuttgart Army Airfield Protocol Section.** When notified by the OPR, SAAF Protocol will provide support to DVs who transit the Stuttgart Army Airfield (SAAF). Support is rendered when the traveler is a member of HQ USEUCOM, is hosted by HQ USEUCOM. SAAF Protocol will:

(a) Advise individuals (Protocol Officer, AO, motor pool, etc.) of changes that affect the arrival/departure of DVs.

(b) Meet all arriving/departing DVs on military flights at SAAF.

(c) Manage ground vehicle loading/unloading of passengers in parking areas.

(d) When requested by transiting aircrews, arrange hotel reservations.

(e) Arrange transportation for aircrew's to/from local hotel accommodations and SAAF as requested. Services and travel coordinated outside the purview of this staff memorandum will be the responsibility of the AO.

(5) **6th Area Support Group.** When notified by the OPR the Commander, 6th ASG will:

(a) Will provide local ground transportation, (VIP Motorpool) as directed for DV visits.

(b) Provide security in coordination with the Protective Services Detachment (PSD), to include helipad security.

(c) Provide traffic control, as necessary.

(d) Installation Coordinator will ensure J-Mall is clean prior to special events.

(e) Provide necessary support for ceremonies.

(6) **USEUCOM Public Affairs.** Only the Director, ECPA, will make in-theater public information releases relating to DoD-sponsored visitors to HQ USEUCOM. Requests from news media and other agencies for information relating to such visits will be referred to ECPA for action. ECPA will advise hosting directorate and Protocol of any requests/requirements for media availability for the visitors.

(7) **Protective Services Detachment (PSD) and USEUCOM Special Assistant for Security Matters (ECSM).** Inform the Protocol Office and OPR of any special security arrangements or requirements for DVs.

12. **Procedures for DV Visits.** Visit procedures are subject to modifications and are frequently tailored to coincide with the desires of the Command Group and the DV. Prior to initiating the planning for a visit, the AO should contact the visit Protocol Officer for a briefing on visit procedures. The following procedures will be followed in preparing for all DV visits.

a. **DV Visits.** All DV visits will be broken down into these categories:

(1) **No Command Group Involvement**

(a) Initial [Visit Authorization Request](#) for approval

(b) Updated Visit Authorization Request **if** major change in visit occurs

(c) Final [Schedule of Activities](#) to Protocol 48 hours in advance.

(2) **Command Group Involvement (CDR, DCDR, or CoS involvement)**

- (a) Initial [Visit Authorization Request](#) for approval
- (b) Updated Visit Authorization Request **if** major change in visit occurs
- (c) Final [Schedule of Activities](#) to Protocol 48 hours in advance
- continue (d) Visit Books. The original copy will be sent to SJS, then the COS and then on in the routing chain to the DCDR's office for his or her use.

Visit Books. Visit books will include:

- (a) [Schedule of Activities*](#)
- (b) [Biographies](#)
- (c) Talking Points for CDR, DCDR, and/or CoS office call
- Bs&Ds (d) Background and Issue Papers to support office calls, specific topics and/or unusual
- (e) Final Briefing Slides
- (f) [Visitors List*](#)
- (g) [Briefings and Discussions \(Bs & Ds\) Attendee List*](#)
- (h) [Meal Attendee Lists*](#)
- (i) [Spouse Program*](#)
- (j) [Arrival Ceremony*](#)
- (k) Itinerary Within USEUCOM Area of Responsibility/Interest
- (l) Required for Foreign Visitors and Ambassadors only
- (m) Demographics
- (n) Economics
- (o) Political Issues
- (q) Background on leadership
- (r) Military situation

* Indicates items completed by Protocol for 4 star visitors.

Admin Note: All visit books require ACOS approval prior to routing to COS/DCDR.

b. Visit Authorization Request and Staffer for DV Visits.

(1) The Visit Authorization Request is the medium by which the CoS reviews and approves the visit plan. A Visit Authorization Request is required for all DVs visiting this Headquarters. An early Visit Authorization Request is key to a successful visit. Submit as soon as possible to get the CoS guidance and redirection. **All Visit Books** will be reviewed for Assistant CoS approval prior to routing to the CoS and DCDR.

(2) The Visit Book is the medium that forwards the final visit package to Command Group (CG). An ELECTRONIC STAFFER package is required for all visits with CG involvement. A Visit Book is not required for a visit with no CG involvement. Any CDR, DCDR, or CoS involvement must be pre-coordinated with their respective offices.

c. Submission of Visit Book. Visit Books should be coordinated through the Protocol Officer prior to submitting to SJS.

d. Preparation of Schedule of Activities (SOA). A sample visit [SOA](#) is found in paragraph 12a above in the Visit Book section. The visit SOA will clearly identify where the visitors will have their meals, what basis (host or no host), and who will accompany them. Visitors not escorted by the Command Group should be escorted by the Director, Deputy Director, or Senior Staff Member whenever possible. “Go-By” names are important to the Command Group. Ensure you obtain the correct “Go-By” name for every visitor. If at all questionable, provide phonetic pronunciation of names. If visitor requests free time or does not desire HQ USEUCOM support, state this in the schedule. It is also very important to list the dress for each event (i.e. Dress: Class A/Business Suit, Casual/Open Collar, etc.).

e. Command Group Office Calls. Often, office calls are scheduled jointly with the DCDR and CoS and should be arranged by the AO directly with both offices. Ambassador visits will include POLAD or Deputy POLAD in the joint office call. Ensure DVs having office calls with the DCDR and/or CoS report on time (this means not earlier than five minutes prior to the office call). It is important the AO coordinates with the Executive Officers concerning the exact number of attendees to the office call (AOs, Aides, assistants, accompanying staff officers, etc. are normally NOT included in office calls. Arrange a “waiting” location for them). The AO will also advise the visitor of the allotted time for the office call. Directors only need to attend office call if invited by the DCDR or CoS.

f. Biographical Data. Most biographies can be obtained from the Internet or can be requested from the DV's parent organization. Biographies should be obtained for O-7 and above members of the DV's party. Other biographies are also helpful.

g. **Scheduling of the HCR and ACR.** The HCR is maintained for briefings and discussions presided over by or presented to the CDR, DCDR, and/or CoS. It may be reserved for other briefings or discussions on a space available basis. Reservations must be made by contacting the [Protocol Office](#) (430-4186) for both the HCR and the ACR. Audio-visual requirements should be identified at the time of scheduling to ensure availability. If a member of the Command Group is presiding, ascertain whether or not the DCDR or CoS want to use their briefing slides and if coffee/tea is required; then advise the Conference Room Coordinator in the Protocol Office. Coffee and tea services for briefings not being presented to the Command Group can be arranged directly with the CDR's Mess by a bona fide CDR's Mess member. The member's account will be billed accordingly.

h. **DV Quarters Reservations.** DV suites are for the use of General/Flag Officers and their equivalents. The Eisenhower Suite is only available for U. S. Citizens to protect security considerations. Rank has priority followed by PCS-Out, PCS-In, TDY, and leave. 0-6/civilian equivalents and E-9s can stay on a space available basis, but are subject to getting bumped. Reservations are made through the [Protocol Office](#) (430-4186). Reservations for other party members may be made with the Swabian Inn directly. When military billeting is not available, the AO will make reservations on the local economy. A list of local hotels can be obtained from the Swabian Inn or the Protocol Office.

i. **CDR's Mess.** DVs may eat in the CDR's Mess provided a member of the CDR's Mess escorts them. Notify the CDR's Mess (430-4463) not later than 24 hours in advance. The CDR's Mess will require DV names, grades and the name and grade of the Mess member escorting the visitors. All visitor meals will be billed to the escorting CDR's Mess member. Should a member desire, he may obtain a bill from the CDR's Mess manager and collect from the visitors. (NOTE: Only visitors in the grade of 0-6 select and above or the civilian equivalent may use the CDR's Mess). Requests for exceptions to policy must be submitted to the DCDR's office. The CDR's Mess may be closed for routine meal services when they are supporting official functions.

j. **DV Vehicle Transportation.** Military ground transportation is for official GO/FO use only. Request forms for VIP Motor Pool support can be obtained via the SLAN at MotorPool.PG@eucom.smil.mil, or call VIP Motor Pool Section (430-5258). A justification for ground transportation beyond the local area (75 miles) is required. (NOTE: DoD directives prohibit long haul use of government sedans when common carrier service is available unless specific justifiable circumstances preclude the use of common carrier service. Accordingly, directors/staff office chiefs having primary interest in a visit should request visitors plan their schedule of activities for a Stuttgart versus Frankfurt arrival/departure if possible).

k. **Welcome Books.** Welcome Books for each DV of the visiting party will be prepared by Protocol and may be obtained from the Protocol office upon request. The schedule of activities must be provided to Protocol by the AO for inclusion in the Welcome Book.

l. **Verification of DV Arrival Time.** AO should establish contact with the POC at the location prior to visiting Patch Barracks to determine if any anticipated delays (due to weather, etc,) will affect the DV's arrival at HQ USEUCOM. It is imperative that arrival delays be identified as soon as possible. Once an arrival time change has been identified, the AO should

check the DV's HQ USEUCOM schedule and resolve any schedule conflicts. The Protocol Office must be informed immediately in those cases where Command Group involvement is affected (e.g., office call, formal luncheon in CDR's Mess, or evening social with DCDR or CoS).

m. **Notification of Receiving Organization/Command of DV's Time of Departure from HQ USEUCOM.** Upon departure of DV from HQ USEUCOM, the AO should contact the next organization/command in DV's European itinerary to inform them of the DV's time of departure from HQ USEUCOM.

n. **Arrival/Departure Helipads.** Stuttgart Army Airfield is our primary helicopter field. Use of Husky Field seriously disrupts community and school activities, and will only be offered/scheduled with the specific approval of the CoS for very senior visitors requiring special security or timing.

13. **Security/Classification of DVs.** Information concerning travel plans and local itineraries of selected individuals may require special handling. The degree of control will vary and is dependent upon the person involved, position, and location(s) to be visited. In all cases, itineraries with complete details (locations, times, DV by-name/position listing) should be handled as "For Official Use Only" and secure communications used when coordinating visits. Itineraries of "High Risk" personnel, as defined in Appendix 3 (High-Risk Personnel) to Annex M (Physical Security) to USCINCEUR AT/FP OPORD 01-01, which contain detailed information should be classified at the Confidential level and handled accordingly. More guidance on this topic can be found in the USEUCOM Supplement 1 to DOD 5200.1-R, page 13. Please contact the J2 SSO for more information on visit classification.

14. **Requirements for Briefing Foreign Visitors.** Foreign Visitors to the Headquarters will require special planning well in advance of the visit. The following requirements must be addressed when AOs are working visits of foreign dignitaries:

a. **Translation.** If the visitors do not speak English the briefings presented will have to be translated. The goal is to give the visitors a copy of each briefing in their native language so they can follow along slide by slide.

b. **Translating briefings.** The EUCOM Translator in ECJ1 can translate German and French. Therefore, the briefings will need to be provided one week in advance to allow for proper translation. Contact the Protocol office for assistance in obtaining translation equipment, if required.

c. **Special arrangements.** If special ceremonies are required (honors, etc.), work with Protocol and U.S. Embassy personnel to ensure country flags and other materials are available.

15. **General HCR Rules.** The Headquarters Conference Room runs by the below general standards.

a. Action officer should ensure the HCR is available for the planned event **before** publishing ELECTRONIC STAFFER, VAR, or other staffing document. Please contact protocol HCR Coordinator (430-4186).

b. Each 4-star level briefing will have a dry run with the Assistant Chief of Staff (ACOS) of all briefings with all briefers present. This has to be coordinated with HCR availability and individual schedules.

c. Slides should be sent to the "Headquarters Conference Room" account and be in current SLAN version of Power Point templates to ensure standardization.

d. Action Officer should coordinate/confirm briefer availability prior to Visit VAR submission.

e. Briefings should reach the HCR account by 1500 the day prior to the briefing.

f. Transitions and build effects are not allowed in EUCOM presentations. Slides should not be "eye charts".

g. Presentations should be timed to allow for adequate questions and discussion.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

WILLIAM L. KISER
Acting Adjutant General

DISTRIBUTION:

P

APPENDIX A**DISTINGUISHED VISITOR CHECKLIST**

Visitor _____ Dates _____

Title _____

Visitor POC _____ Phone _____

FAX # Class _____ Unclas _____

OPR _____ AO _____

Phone _____

Hosting Gen/Flag Officer _____

Other POCs _____ Phone _____

_____ Phone _____

_____ Copy of OPR Tasking Letter.

_____ Pull previous visit folder. _____ Dates of previous visits.

_____ Name pronunciation _____ Nickname _____

_____ Spouse will accompany. YES/NO.

_____ If wife accompanying, inform local spouse that will host.

_____ First name/nickname _____

Party Composition (names/positions/billeting assignments)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Arrival and Departure Information:

_____ Arrival date/time/location/flight info _____

Flight time to SAAF/SIAP: _____

_____ Departure date/time/location/flight info _____

_____ Person(s) greeting _____

_____ Commercial: Airline/Flt # _____

_____ MilAir: Aircraft/Call Sign _____

_____ Visitor's office/party call Protocol when aircraft lifts off

_____ POC and phone number at departing Base Ops _____

(Inform POC to call us when aircraft departs; if no call received, call the POC.)

_____ Purpose of visit: Be specific to ensure the visitor (s) receive the appropriate briefings

_____ Desires of his wife: Does the spouse have any special items/issues/areas that she would like to view/have briefed?

_____ Briefings (clearance) _____

_____ Determine if the spouse is also on official travel.

_____ If required, explain transportation guidelines.

Personal Information:

_____ Request biographies.

_____ Requirement for Euro on arrival \$ _____ X Rate _____ = _____ €

_____ Dietary restrictions _____

_____ Smoker _____ Non-smoker

_____ Specific likes/dislikes _____

_____ Has been in this position since _____.

_____ Visit classification: Unclassified _____ FOUO _____ Confidential _____

_____ Uniform for the visit and dress for dinner.
(See response from Questionnaire)

_____ Country Clearance. Directorates send country clearance (ECJ3 for details).

_____ PSD. Coordinate with PSD.

_____ DCDR's Aide. Coordinate with the Aide. (Protocol will Coordinate)

_____ Provide schedule.

_____ Official gift exchange: Yes _____ No _____

- If yes, determine type of gift _____

- Determine time/location for the exchange _____

- Official gift exchange for the ladies: Yes _____ No _____

- If yes, determine type of gift _____

_____ PX Letters. Determine if PX letters are required. _____ Explain regulations on the use of the

Exchange, Commissary, and rationed items.

_____ Photographers. Photo Lab, 431-2710.

_____ MILAIR: DCDR approval _____

_____ Complete and send in Form 5-19

_____ Invitational Travel Orders (only for non-DOD) _____

_____ Telephonic notification to Flight Operations (421-4218) _____

_____ Notify and coordinate with SAAF Protocol (421-4264) _____

_____ If Frankfurt arrival, contact UVCC, 330-6373/6183 or 069-693-350/084.

_____ Honors (Protocol will Coordinate)

- DCDR approve: Honors ceremony _____ only Honor Cordon _____
- Band _____ Flags _____
- Joint Color Guard _____
- Honor Cordon _____ Red Carpet _____
- Departure honor cordon _____
- If HQs, clean-up HQs/mall area _____

_____ Headquarters Conference Room:

- Reserved _____ Attendees names (from AO) _____

_____ DCDR's Residence: (Protocol will Coord)

- Call House _____
- Confirm house guests _____ dinner _____ number of dinner guests _____.
- Send dinner guest list, Schedule of Activities, Ladies' Schedule, Bios, and house folder_____.
- Arrange transportation _____.

_____ DV Suites, VOQ: (Contact Protocol)

- Reserve suite(s) _____

- ORF funds request _____.

_____ Dinner: (Contact Protocol)

- Coordinate with the House Staff _____
- Proposed Dinner Guest List _____ Seating Arrangement _____.
- Dinner invitations _____ Responses _____.

- Menu translated (language of the DV) and printed ____ Assembled ____.
- Any dietary restrictions ____ If so, _____.
- Place cards ____ Seating Chart ____.
- Local Restaurant _____ Reservations ____.
- ORF funds request ____ -- Arrange payment ____.

____ Lunch:

- Notify CDR's Mess ____.
- Proposed Luncheon Guest List ____ Seating Arrangement ____.
- Coordinate Menu with CDR Mess ____ Dietary restrictions ____.
- Table Menus ____ Seating Chart ____.
- Copy of guest list, seating, menu to Mess ____.
- Place cards/Seating Chart/Door Card ____ Coordinate payment ____.

____ Breakfast:

- Notify CDR's Mess ____.
- Proposed Breakfast Guest List ____ Seating Arrangement ____.
- Coordinate Menu with CDR Mess ____ Dietary restrictions ____.
- Table Menus ____ Seating Chart ____.
- Copy of guest list, seating, menu to Mess ____.
- Place cards/Seating Chart/Door Card ____ Coordinate payment ____.

____ Ladies Schedule

- Coordinate with local host/hostess _____.
- Fax options available ____.

- Ladies preferences _____.
- Dietary restrictions _____.
- Smoker _____ Non-smoker _____
- Specific likes/dislikes _____
- Escort _____
- Restaurant reservations _____.
- ORF funds request _____.
- Welcome folder _____.

_____ Transportation Plan

- Arrange sedans and vans _____ Luggage _____.
- Coordinate with PSD _____
- Send Schedule to VIP M/P (LAN: MOTOR_POOL) _____ Phone M/P _____.

_____ Welcome Folders (Provided by Protocol)

APPENDIX B
Responsibility Chart

	OPR/AO	Other	Protocol
Issue a visit tasker and designate a directorate or staff office to act as OPR for visit		SJS	
Inform the protocol office of an upcoming visit if not notified via SJS tasker	X		
If SJS did not issue a visit tasker-OPR notify the protocol office of an upcoming visit copy to Protocol	X		
Submit Visitor Notification Sheets to SJS within 24 hours after receipt of visit notification			X
Amend master event calendar that keeps CoS advised of the visit schedule		SJS	
Assign an Protocol Officer to coordinate with the OPR action officer (AO)			X
Submit a Request for Visit Authorization to VISIT GROUP for CoS for approval of DV visit	X		
Determine if any representational funds are required and how much and submit to DCDR			X
Request invitational travel orders for four-star equivalent non-DOD and foreign DVs	X		
If non -DOD and foreign military and civilian personnel request military air transportation or access to DOD facilities, AO request invitational travel orders for three-star and below equivalent non-DOD and foreign DVs	X		
Request air transportation for all DVs	X		
If non-DOD or foreign visitors, AO determine if MILAIR is available and if so, submit MILAIR request to DCDR	X		
Make DV billeting arrangements for 3 star & Below	X		
Make arrangements for meals for 3 star & Below	X		
Make any reservations with Protocol for Headquarters Conference Room, Alternate Conference Room, or DCDR's Conference Room	X		
Schedule office calls for 3 star & Below	X		
If non-DOD or foreign visitors, OPR determine if a gift exchange will occur and what gift visitor plans to present	X		
Provide country background information to OPR as requested for foreign visitors.		ECJ2	
Obtain a current biography of the DV(s)	X		
For third-country nationals, notify U.S. Defense Attaché (USDAO) American Embassy Berlin	X		
For Non-NATO Personnel to Germany, notify USDAO Berlin, to request German Government approval of the visit	X		
Contact J33 for Theater Clearance	X		
If required, request SCI clearances from DV's servicing SSO	X		
Obtain DCDR approval for the use of USEUCOM airlift assets to support four-star air travel	X		
Coordinate and prepare spouse schedules for four star visits			X
Prepare welcome books for the DVs			X
Obtain welcome books from the Protocol Office	X		
Make DV billeting arrangements for 3-Star DVs & below. Protocol or the billeting office can provide a listing of	X		

hotels in the local area if quarters are not available on Patch.			
Schedule military airlift as requested and/or required to accomplish the visit.		ECJ3	
DV's staff contact USDAO of country being visited for country clearance		X	
Coordinate all arrangements for DV ground transportation for all four-star visits			X
Obtain points of Contact at each location in the DV's itinerary	X		
Prepare itinerary and assist setting up awards, promotions, and retirement ceremonies hosted by CDR, DCDR, or CoS			X
Submit final schedule of activities if no command group involvement	X		
For all four star visits, prepare Visitor information for the STAFFER			X
Prepare a visit IPR if requested by DCDR or CoS	X		X
Directors will notify the OPR of the level of clearance required for attendance at the proposed briefing and discussions sponsored by the directorate		X	
If SI/SCI clearance is required, AO contact ECJ2 not later than three working days before arrival to ensure that special access authorization has been received.	X		
Notify VIP motor pool to provide local ground transportation (three star visits and below)	X		
Determine attendance at briefings and provide to Protocol as soon as possible	X		
Receive, maintain, and verify security clearances of visitors		ECJ2	
Contact DV's servicing SSO to obtain clearances if not received within five working days prior to DV's arrival.		ECJ2	
Directorates prepare briefings when required		X	
Make special arrangements for briefings for foreign visitors	X		
Determine DV briefer audio visual support requirement	X		
Obtain visitor badges from the MP at front entrance for each member of DV's entourage	X		
Control access to SI/SCI briefings and discussions. ECJ2/SSO will advise on access/clearance.	X		
Develop a proposed agenda and coordinate	X		
Review all proposed visit briefings to monitor slides quality, format, continuity and prevent repetition		ACOS	
Ensure visit briefings topics/schedules are approved by the CoS		ACOS	
Send all briefings to the appropriate conference room account (HCR, ACR, or DCR)	X		
Attend all briefings to record significant points	X		
Provide personal security in coordination with PSD and ECSM		PSD	
After the DV departure, prepare after action reports as appropriate.	X		
Upon departure of DV from HQ USEUCOM, contact the next organization/command in DV's European itinerary to inform them of the DV's time of departure from HQ USEUCOM	X		

TAB A
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Visit of
The Honorable I.M. Somebody
U.S. Ambassador to Benin
Tuesday, November 14, 2003

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SCHEDULE OF ACTIVITIES
Visit of
The Honorable I Am Somebody
United States Ambassador to the Republic of Burundi
30-31 May 2001

Wednesday, 30 May 2001

1145 Ambassador Somebody arrives Stuttgart International Airport via SN-2653 from Brussels. Met by Mr. Don Wiseman, Protocol Officer.

1145-1230 Obtain luggage and proceed to awaiting VIP van.

1230-1300 Depart airport via VIP van enroute to DCDR's Residence, escorted by Mr. Wiseman.

1300-1830 Arrive DCDR's Residence. Leisure time until dinner (Lunch if desired at DCDR's Residence).

1830 Dinner at DCDR's Residence in honor of Ambassador Somebody, hosted by General and Mrs. Wald.

PM Ambassador Somebody remains overnight at DCDR's Residence.

Thursday, 31 May 2001

0630-0715 Breakfast at DCDR's Residence.

0715-0730 Preparation for departure.

0730-0800 Ambassador Somebody departs DCDR's Residence via VIP van enroute to HQ USEUCOM, escorted by Mr. Wiseman.

0800-0815 Ambassador Somebody has office call with DCDR in DCDR's office, accompanied Major General Doe and Colonel Dough.

0815-0830 Depart HQ USEUCOM and walk to ECJ5, Building 2301, accompanied by Major General Doe.

0830-1000 Round table discussions at J-5 with Action Officers from J-2, J-3, J-4, J-5, and SOCEUR.

1000-1005 Depart ECJ5 via VIP van enroute to AAFES facilities, escorted by Mr. Wiseman.

1005-1100 Visit AAFES facilities.

1100-1130 Depart Patch Barracks via VIP van enroute to Airport, escorted by Mr. Wiseman.

1130-1220 Arrive airport, check in and prepare for departure.

1220 Ambassador Somebody departs Stuttgart enroute to Burundi.

VISITORS LIST
Visit of
The Honorable I.M. Somebody
United States Ambassador to the Federal Republic of Germany
11-12 June 2002

The Honorable I. M. Somebody (I.M.)
United States Ambassador to the Republic of Germany
and Mrs. Somebody (Princess)

Mr. Edward O'Donnell (Eddie) (Edward)
Counsel General
and Mrs. O'Donnell (Candy)

NOTE: The rank/name, “Go-by” name, pronunciation (if needed), and title are important for all visitors.

BRIEFINGS AND DISCUSSIONS ATTENDEES

Visit of
The Honorable I.M. Somebody
U. S. Ambassador to Republic of Mali
Tuesday, 14 April 2001, 0900 Hours
U.S. European Command Conference Room
(Dress: Class A /Business Suit)

DELEGATION ATTENDEES

(Insert from Visitors List)

USEUCOM ATTENDEES

General James L. Jones, Jr., USMC (Jim)
Commander
U.S. European Command

General Charles F. Wald, USAF (Chuck)
Deputy Commander
U.S. European Command

Lieutenant General John B. Sylvester, USA (John)
Chief of Staff
Headquarters, U.S. European Command

Ambassador James V. Ledesma (Jim)
Political Advisor
Headquarters, U.S. European Command

Lieutenant General Colby M. Broadwarter, III, USA (Colby)
Commander, EUCOM Forward (Heidelberg)
Headquarters, U.S. European Command

Ms. Barbara A. Duckworth, SES-5 (Barbara)
Senior DIA Representative to Europe, DIA Liaison Office
Headquarters, U.S. European Command

Dr. John P. Rose, SES-4 (John)
Director, George C. Marshall European Center for Security Studies
(located in Garmisch, Germany)

Major General James W. Darden, USAR (Jim)
Director, Mobilization and Reserve Affairs (ECRA),
and Director Joint Interagency Coordination Group (JIACG)
Headquarters, U.S. European Command

GUEST LIST FOR LUNCH

In Honor Of
The Honorable I.M. Somebody
U.S. Ambassador to the Republic of Mali
Hosted by General Electric, Jr., USAF
Tuesday, 10 March 2002, 1100 Hours
Commander's Mess
(Dress: Class A/Business Suit)

GUEST OF HONOR

OTHER GUESTS:

USEUCOM ATTENDEES

General I.M. Somebody, USAF
Commander
U.S. European Command

(Ian)

Guest List for Dinner
In Honor of
The Honorable Daniel Somebody
United States Ambassador to the Federal Republic of Germany
Hosted by General Electric, Jr., USAF
Deputy Commander, U. S. European Command
and Mrs. Electric
Tuesday, 11 June 2002, 1900 Hours
Richard Wagner Strasse 39, Stuttgart
(Dress: Coat & Tie)

GUEST OF HONOR

(Attach Visitors List)

OTHER GUESTS:

USEUCOM ATTENDEES

General I.M. Somebody, USAF
Commander
U.S. European Command

(Ian)

SPOUSE'S PROGRAM
Visit of
Mrs. _____
Wife of Honorable _____
Position
Day, Date Month 2001

Wed 28 May 2001

1230 Secretary & Mrs. Dalton arrive Stuttgart Army Airfield via C9. Met by Mrs. Kathy Cross, Mrs. Silke Hagee and Captain Anne Winkler.

1230-1245 Ladies travel via VIP van to Stuttgart market area, escorted by Captain Winkler.

1245-1400 Lunch at Emporium Restaurant in Stuttgart's Open Market.

1400-1415 Ladies travel via VIP van to Patch Child Development Center

1415-1430 Ladies tour Child Development Center, escorted by Captain Winkler.

1430-1500 Ladies tour AAFES facilities, escorted by Captain Winkler.

1500-1545 Ladies received TRICARE Briefing. The briefing by COL Bednarzyk will cover programs in Europe and EUCOM's involvement.

1545-1615 Ladies travel to Patch High School and tour facility, while receiving information briefing on the DODD's School System in Europe.

1615-1900 Leisure time at Hotel

1900 Dinner at Alte Kanzlei

Thurs, 29 May 2001

0700-0845 Leisure time and Breakfast at Hotel

0845-0900 Travel to hello pad at Panzer

09005-0915 Depart for Garmisch

**Sequence of Events for the Arrival Ceremony of
General I.M. Somebody
Chief of Defense, Germany
26 July 2001**

1300 Band and Color Guard in place.

Band positioned to the rear of the Color Guard. (Approximately ten minutes prior to the arrival, the Band will begin to play appropriate music)

Color Guard positioned in front of the Band.

Color Guard Commander centers colors on the red carpet.

1315 **AIRNORTH bus** with **General Somebody** arrives in front of USEUCOM Headquarters Building 2314.

General Somebody exits the bus.

General Somebody takes his position at the end of the red carpet.

The Band will separately come to the position of "Raise Instruments" on the command "Present Arms".

When the Band is at position of raised instruments, General Somebody and General Ralston march down the red carpet towards the entrance to building 2314.

At the end of the carpet (immediately in front of the color guard), General Somebody and General Ralston halt.

The Band begins to play appropriate music as the Color Guard comes to "Present Arms".

General Somebody and General Ralston salute on the first note of music and hold their salute throughout the music.

- **Note:** The Color Guard will be carrying the following flags: U.S. National Colors, the GE National Colors and USEUCOM Colors.

(4) Ruffles and Flourishes

American National Anthem

At the end of the American National Anthem, General Somebody and General Ralston drop their salutes.

After salutes are dropped, General Somebody accompanies General Ralston into the front entrance of HQ USEUCOM, Building 2314.

Band plays appropriate music as General Somebody and General Ralston walk into Building 2314.

Inclement Weather Plan: In case of inclement weather, there will be no Band. Honor Guard and Color Guard will post under the Awning of Building 2314. PSD hard car will arrive in front of Building 2314. General Somebody and General Ralston will exit the car and walk directly towards the main entrance on the red carpet.

GUEST LIST FOR BREAKFAST
In Honor Of
The Honorable Joseph P. Somebody
U.S. Ambassador to the Republic of Mali
Hosted by General Electric, Jr., USAF
Tuesday, 10 March 2002, 1100 Hours
Commander's Mess
(Dress: Class A/Business Suit)

GUEST OF HONOR

OTHER GUESTS:

USEUCOM ATTENDEES

General I.M. Somebody, USAF
Commander
U.S. European Command

(Ian)

**VISITOR INFORMATION
FOR
VISIT OF
(Visitor's Name)
(Visitor's Title)
(and Spouse's Name, If applicable)
Day, Date Month, 1998**

DRESS: During this visit the visitors will be wearing the following items

ARRIVAL:

OFFICIAL:

SOCIAL:

BILLETING:

ITEMS IN ROOM:

SMOKERS: No/Yes

DRINK ALCOHOL: Yes/No (Type desired)

GIFTS: Yes/No gift exchange

DIET: The following dietary restrictions must be considered:

Restrictions, if any

MEALS: The following dining arrangements have been made

DATE

MEAL

TIME

LOCATION

DRESS

MENU

PHOTOS: (No) Photo coverage of entire visit to include:
Honor Ceremony, Briefings, Ladies Program, Dinner

HONORS: An Honors Ceremony will (not) be conducted upon arrival at HQ Building.
Honor Guard, Color Guard, Band